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SECURITY INFORMATION
Approved For Release 2000/04/14 : CIA-RDP78-03568A000600020003-0

OFFICE OR STAFF: General Services | OFFICE CODE: L | REQUEST DATED: 23 October 1953 | APPROVAL DATE: DEC 4 1953 | CONTROL NO.: 040 | Page 1 of 1 Pages

DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION CODE (Machine Records)
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	
PRINTING AND REPRODUCTION DIVISION PHOTOGRAPHY BRANCH GRAPHIC PHOTOGRAPHY SECTION			PRINTING AND REPRODUCTION DIVISION PHOTOGRAPHY BRANCH MOTION PICTURE SECTION	(Place on T/O after Graphic Photography Section)			
Photog-Motion Pic	GS-1060 6	L-372	Photog-Motion Pic	GS-1060 7	L-472		
Photographer-Gen	GS-1060 4	L-343.10	Photog-Motion Pic	GS-1060 5	L-473		

As requested by Chief, General Services in memorandum, dated, 23 October 1953, with concurrence of O&M, in memorandum, dated, 3 November 1953.

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NEW OFFICE TOTALS	
T/O strength	25X9A2 [redacted]

APPROVAL

The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is rec[redacted]

Chief, Class. & Wage Div.
TITLE

FORM NO. SEP 1952 30-25

SECURITY T/O CHANGE AUTHORIZATION DEC 4 1953

(4-39)

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3 November 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

THROUGH : Classification & Wage Division

FROM : Management Officer

SUBJECT : Proposed Organizational Change, Printing And Reproduction Division, General Services Office

1. The Chief, General Services Office, proposes that there be established in the Photography Branch of the Printing and Reproduction Division, a Motion Picture Section.

2. This would be accomplished by transferring two positions from the Graphic Photography Section to the new Motion Picture Section.

3. The reason given for the proposed change is an increase in the workload and the need for supervision by the Chief of the Branch due to the fact that the motion picture work requires more technical knowledge than is required for still photography.

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4. Accordingly, I concur in the proposed change to establish a Motion Picture Section.

[redacted]

W. L. PEEL
Management Officer

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23 October 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Proposed Organizational Change Within Printing and Reproduction Division, GSO

1. It is proposed to establish under the Photography Branch of the Printing and Reproduction Division, General Services Office, a separate section entitled "Motion Picture Section." (See Appendix A for organization chart of the Photography Branch.)

2. At the present time two employees are engaged in operation of motion picture cameras and processing or reproducing motion picture film and negatives. The positions they occupy are included in the Table of Organization for the Graphic Photography Section; however, only one position presently exists as a Motion Picture Photographer. Since the establishment of this position, additional motion picture equipment has been installed and the volume of work has increased to the point that the two employees occupying Positions Nos. L372 (Photographer - Motion Picture, GS-6) and L343.10 (Photographer-General, GS-4) are now devoting their full time to this process.

3. The duties of these two employees have been discussed with and reviewed by the Classification and Wage Division, Personnel Office, and indications are that the work being performed warrants higher grade classifications than presently exist.

4. A much more technical knowledge is required for the motion picture process and the operation of the motion picture equipment is considerably more difficult than that used for graphic material concerned with still photography. The supervision required is of such a nature that it is felt the motion picture function should be established as a separate section reporting directly to the Chief of the Photography Branch, GS-12, who possesses broader technical knowledge than that which could be expected of the Chief of the Graphic Photography Section, GS-7.

5. Approval is requested (1) to effect the organizational change establishing a new Motion Picture Section under the Photography Branch, (2) eliminate Positions Nos. L372 and L343.10 from the T/O of the Graphic Photography Section, and in lieu thereof

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establish two new Motion Picture Photographer positions in the newly created Motion Picture Section at grade levels commensurate with the work actually being performed.

6. The revision requested will not affect the total number of positions in the T/O and personnel ceiling of the General Services Office.

[redacted]

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Chief, General Services Office

Attachment:
Appendix A (Original Chart)

CONCURRENCES:

Chief, Organization and Methods Service — Date

Personnel Director — Date

Comptroller — Date

Approved:

L. K. White
Acting Deputy Director (Administration)

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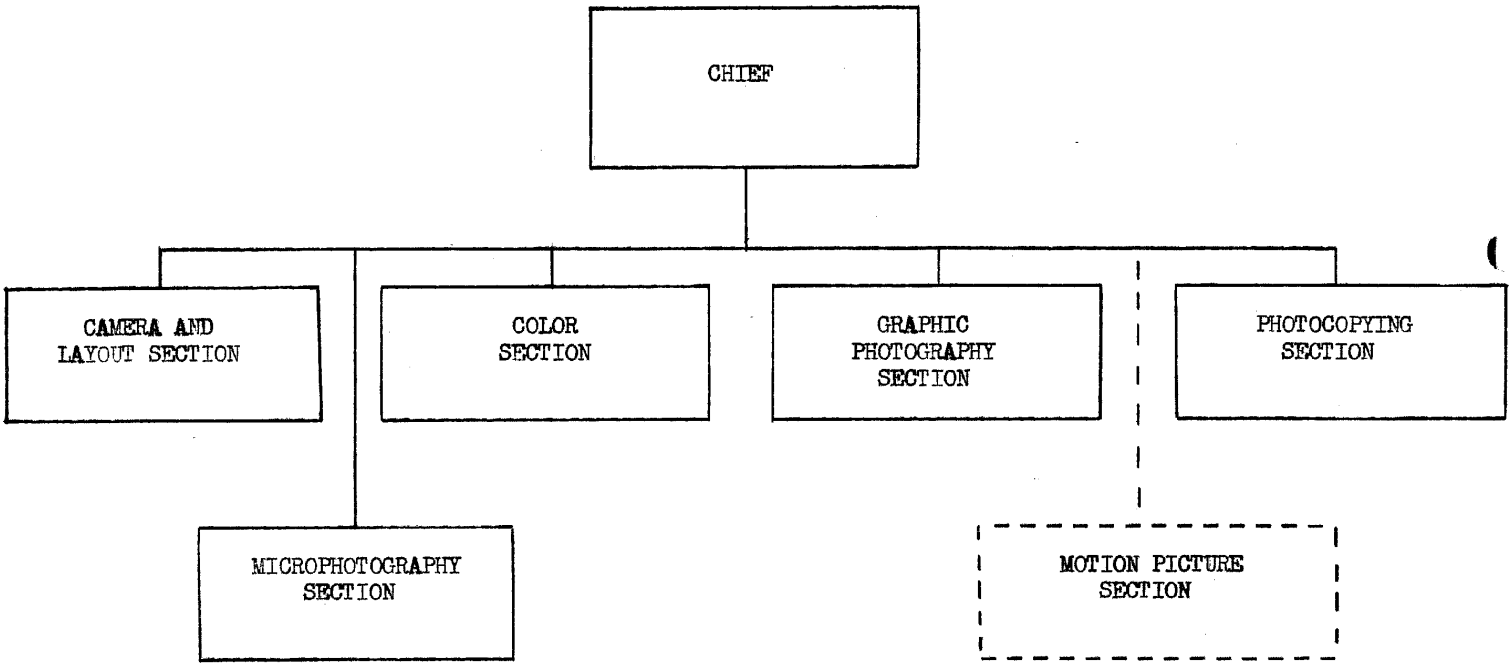
Appendix A

PHOTOGRAPHY BRANCH



- - - - - Proposed Additional Section

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